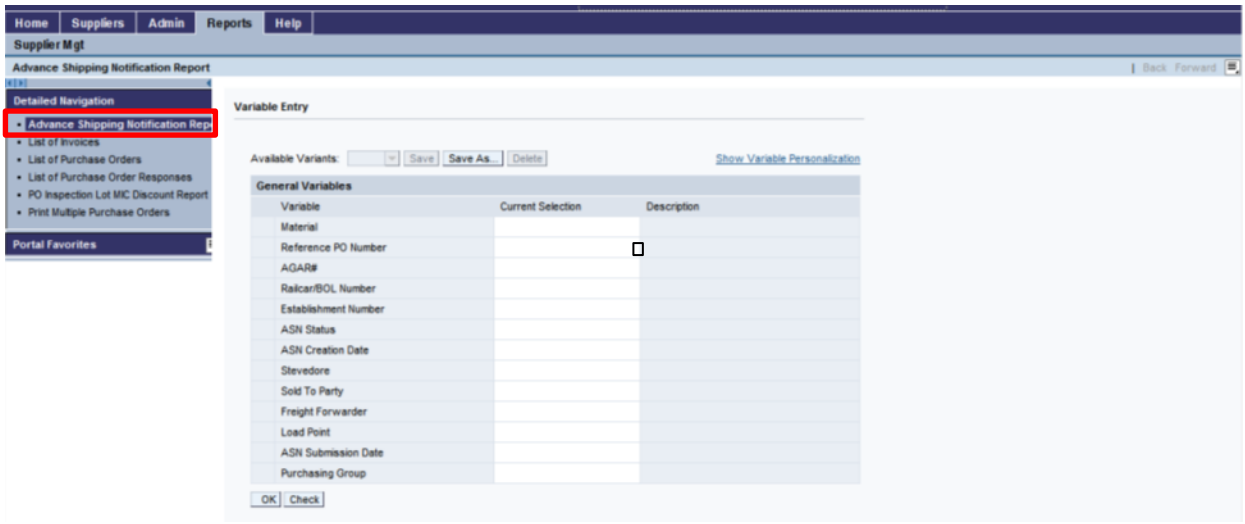
ASN Report

October 1, 2013

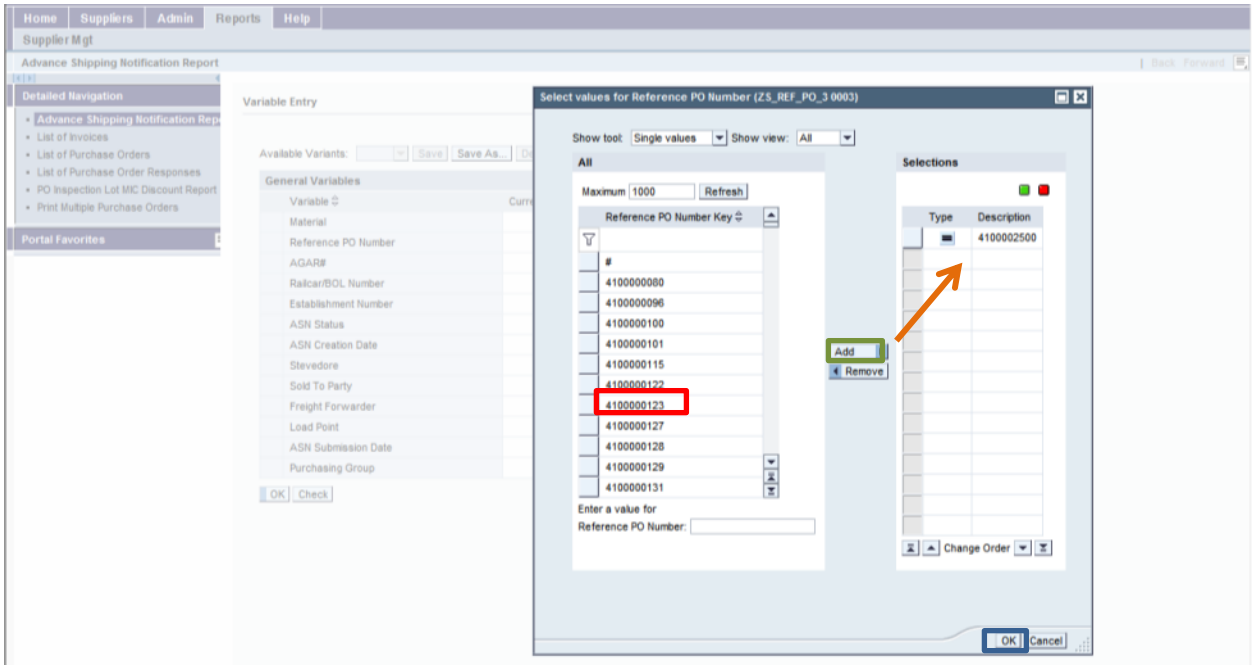
Advance Shipping Notification (ASN) Report – BI

Proceed to: **Portal→Reports**

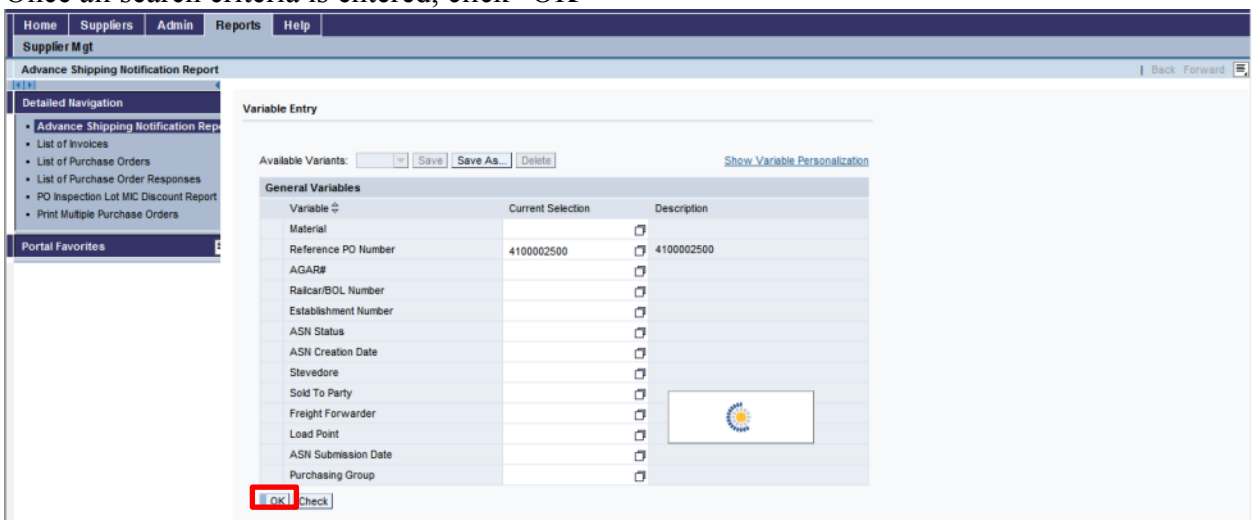
Click on **Advance Shipping Notification Report**



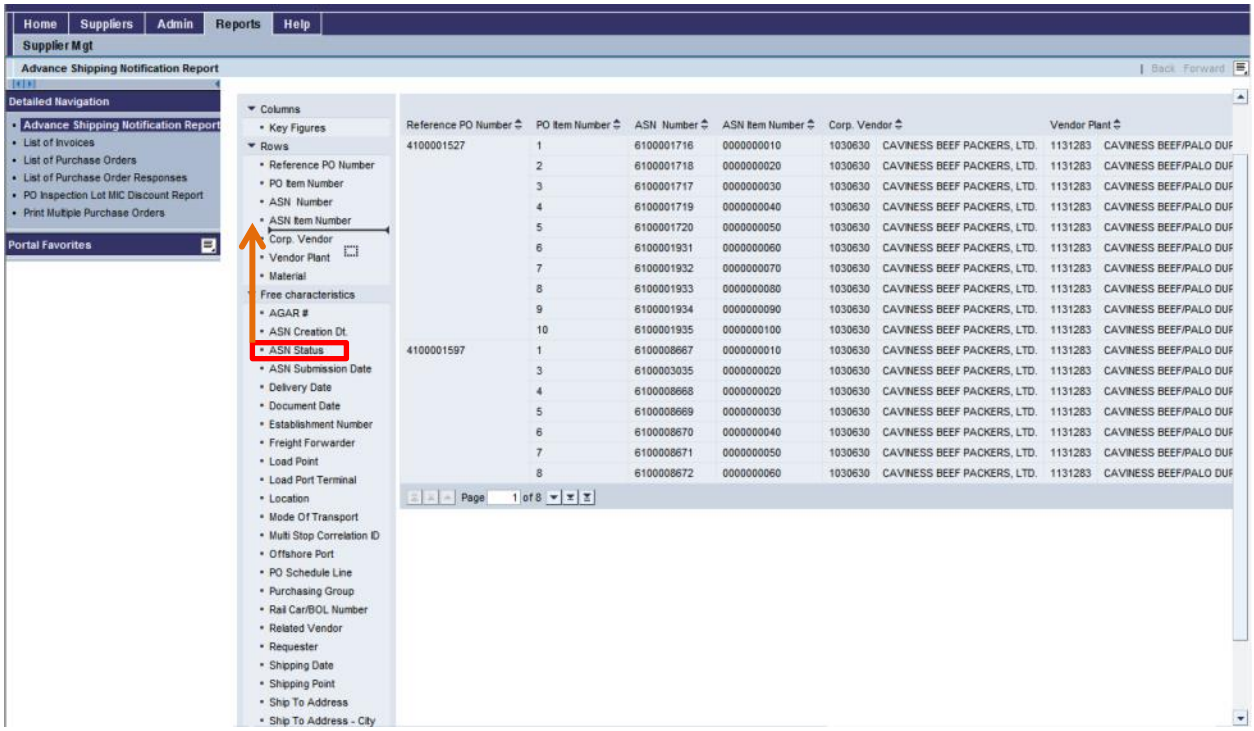
If one does not know the Purchase Order number, one can select the double white boxes to bring up a search window. Highlight the PO that one wants to search in the left hand column and click on "**Add**" button. PO number will be displayed in the right hand column. Once done adding POs click on the "**OK**" button.



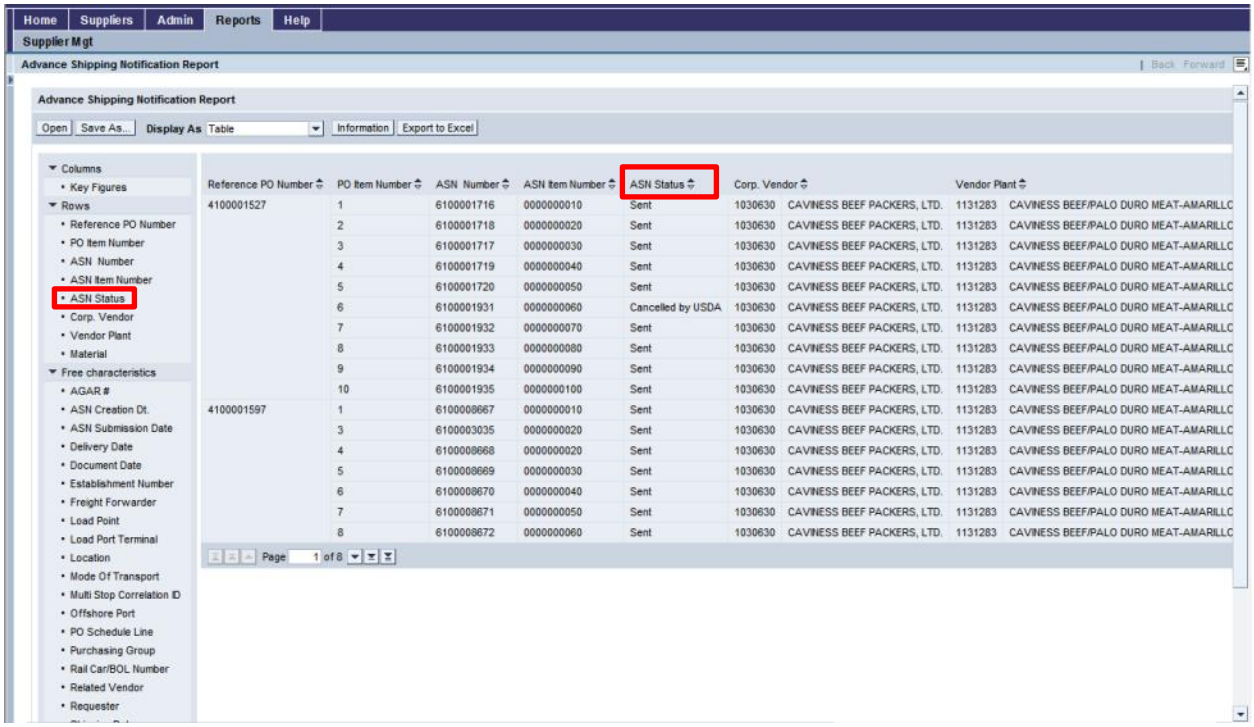
Once all search criteria is entered, click “OK”



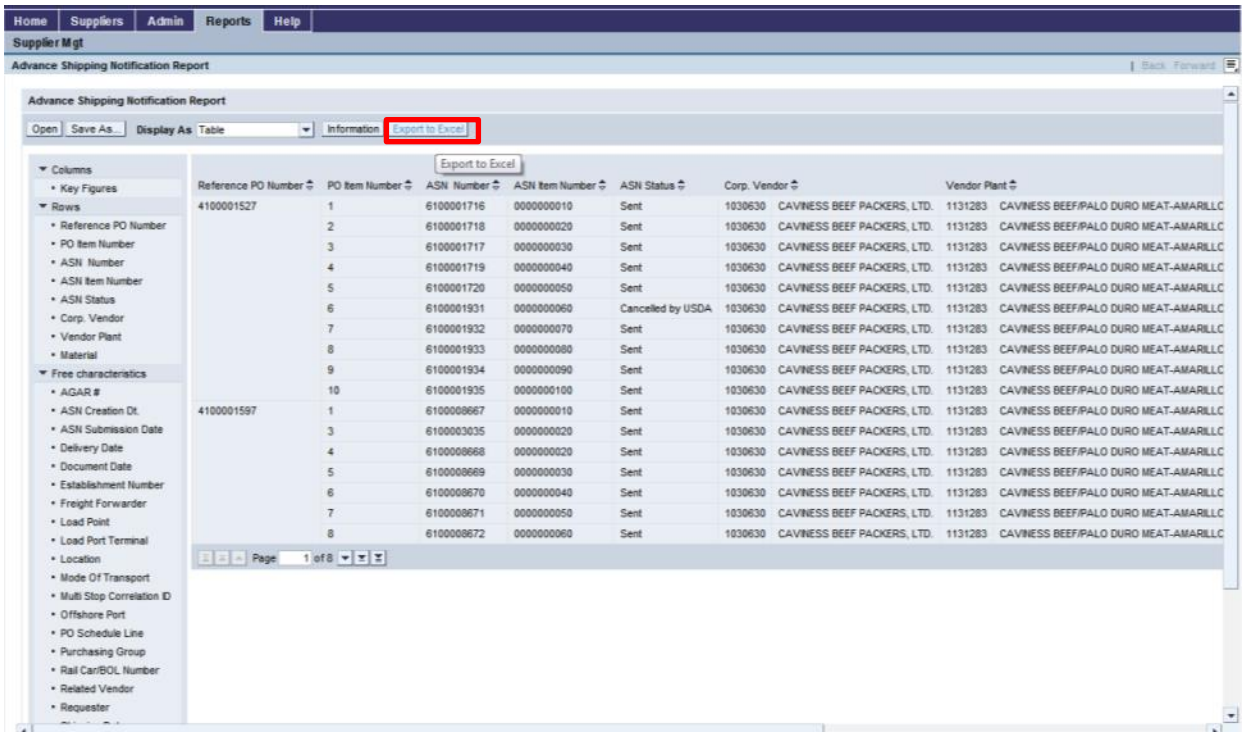
Report is displayed, to add additional report criteria, select the category from “Free characteristic” and drag it to where you want the data to be added under the “Rows” information. (Similar to Drag/Drop feature in windows) Black line with two arrows will display to where the data will be inserted.



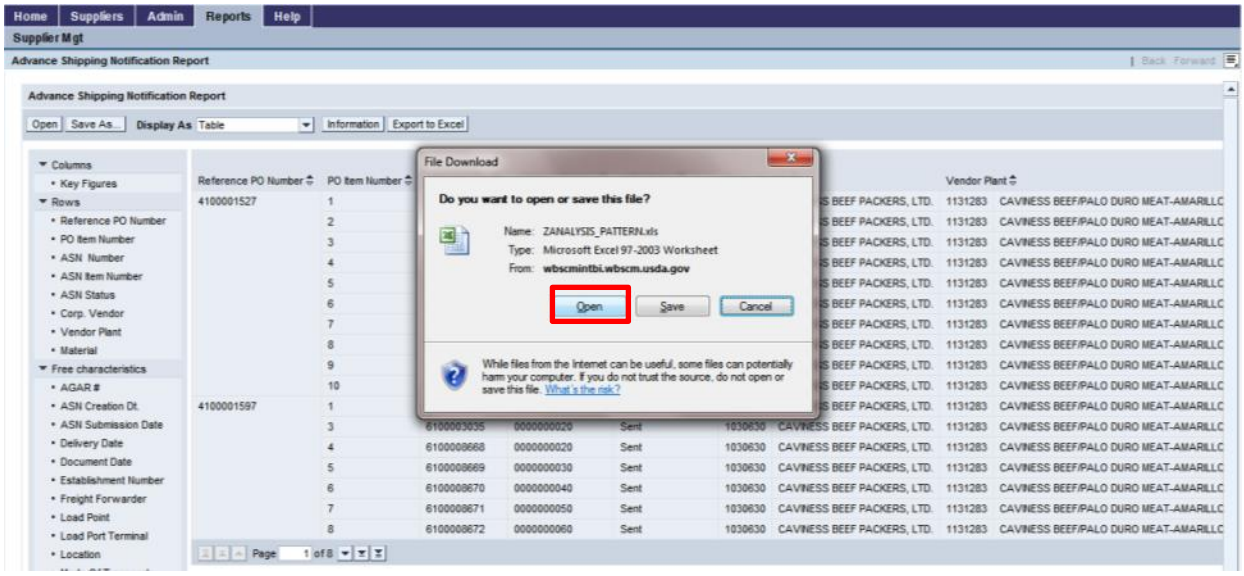
Successfully added “ASN Status” characteristic



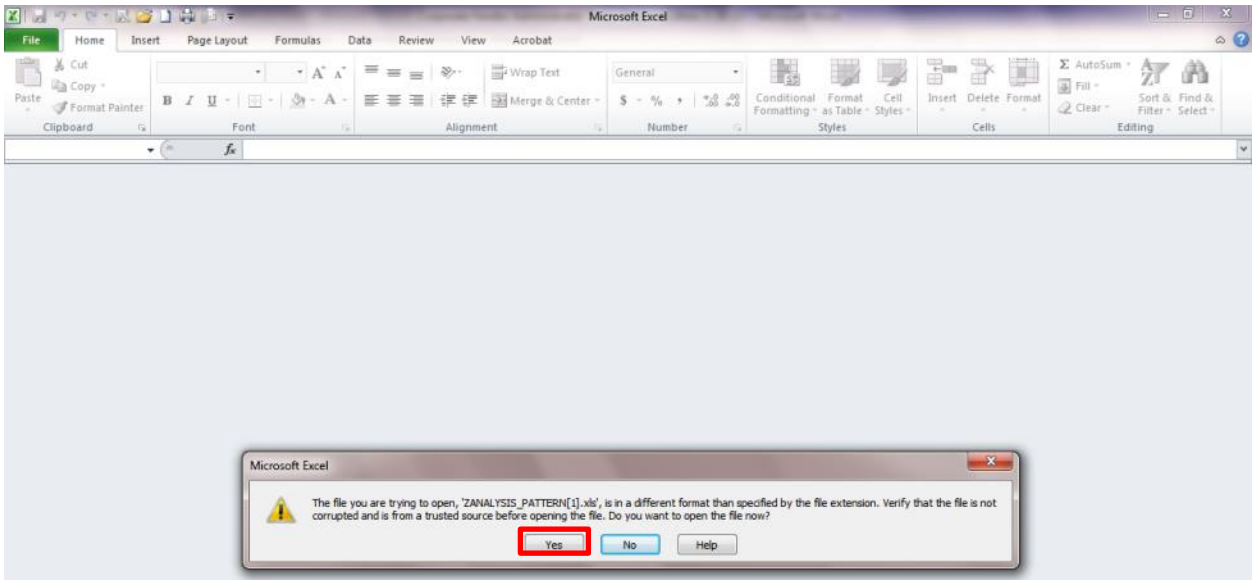
Click “Export to Excel” to export the report to Excel



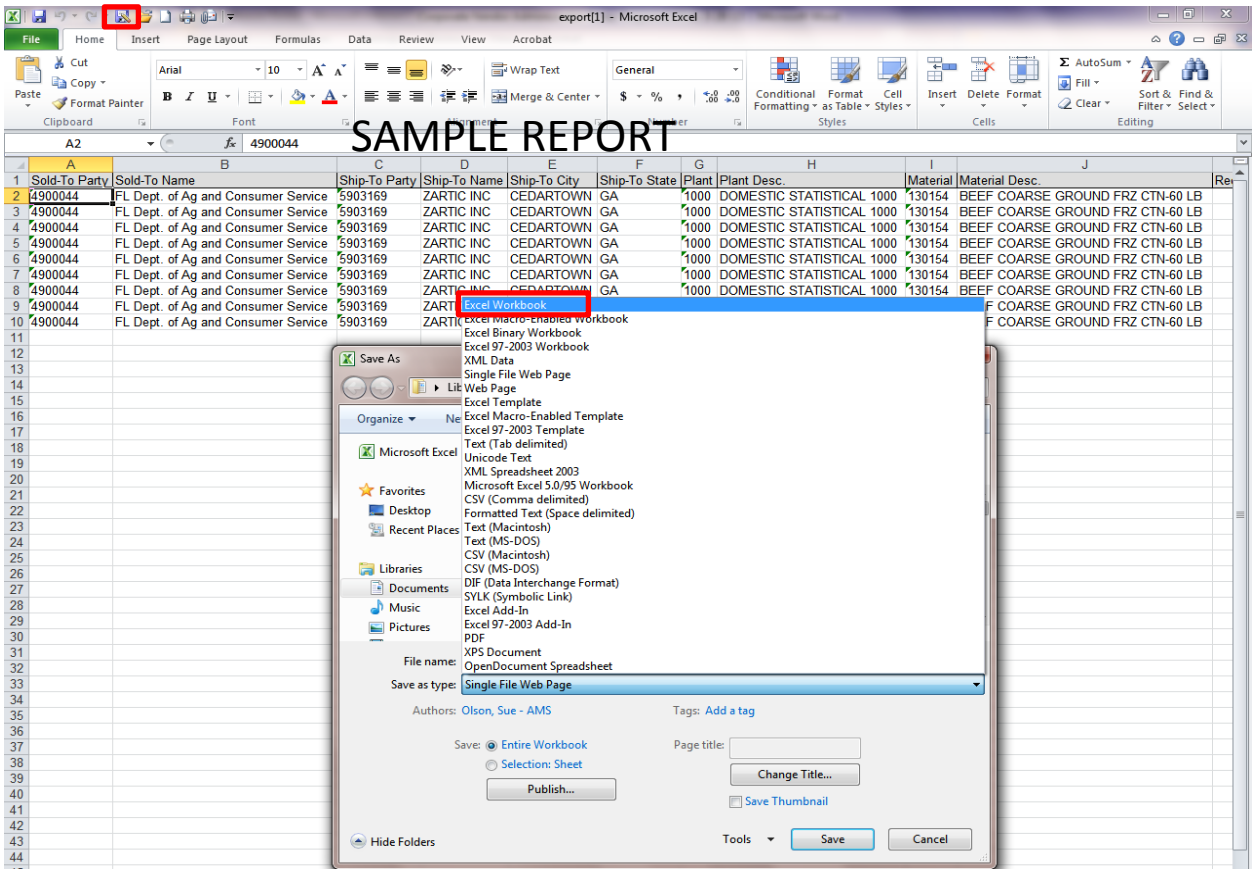
"Open" or "Save" file



To "Open", click on "Yes"



File is opened in Excel, use Save-As feature to save it in Excel format



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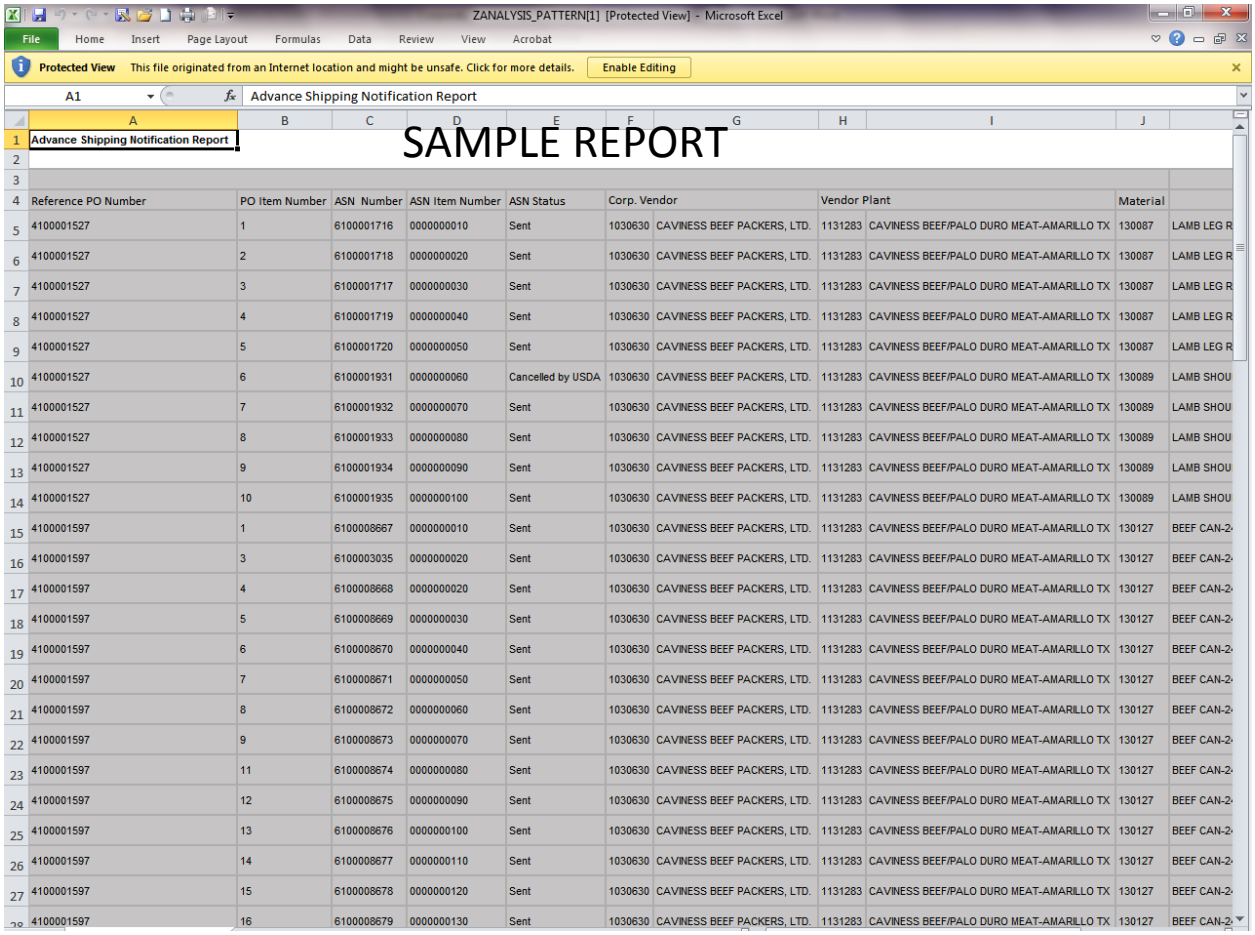

Reference PO Number	PO Item Number	ASN Number	ASN Item Number	ASN Status	Corp. Vendor		Vendor Plant		Material	
4100001527	1	6100001716	0000000010	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130087	LAMB LEG R
4100001527	2	6100001718	0000000020	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130087	LAMB LEG R
4100001527	3	6100001717	0000000030	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130087	LAMB LEG R
4100001527	4	6100001719	0000000040	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130087	LAMB LEG R
4100001527	5	6100001720	0000000050	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130087	LAMB LEG R
4100001527	6	6100001931	0000000060	Cancelled by USDA	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130089	LAMB SHOU
4100001527	7	6100001932	0000000070	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130089	LAMB SHOU
4100001527	8	6100001933	0000000080	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130089	LAMB SHOU
4100001527	9	6100001934	0000000090	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130089	LAMB SHOU
4100001527	10	6100001935	0000000100	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130089	LAMB SHOU
4100001597	1	6100008667	0000000010	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	3	6100003035	0000000020	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	4	6100008668	0000000020	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	5	6100008669	0000000030	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	6	6100008670	0000000040	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	7	6100008671	0000000050	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	8	6100008672	0000000060	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	9	6100008673	0000000070	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	11	6100008674	0000000080	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	12	6100008675	0000000090	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	13	6100008676	0000000100	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	14	6100008677	0000000110	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	15	6100008678	0000000120	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2
4100001597	16	6100008679	0000000130	Sent	1030630	CAVINESS BEEF PACKERS, LTD.	1131283	CAVINESS BEEF/PALO DURO MEAT-AMARILLO TX	130127	BEEF CAN-2